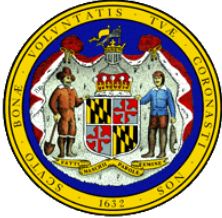


Maryland State Board of Elections

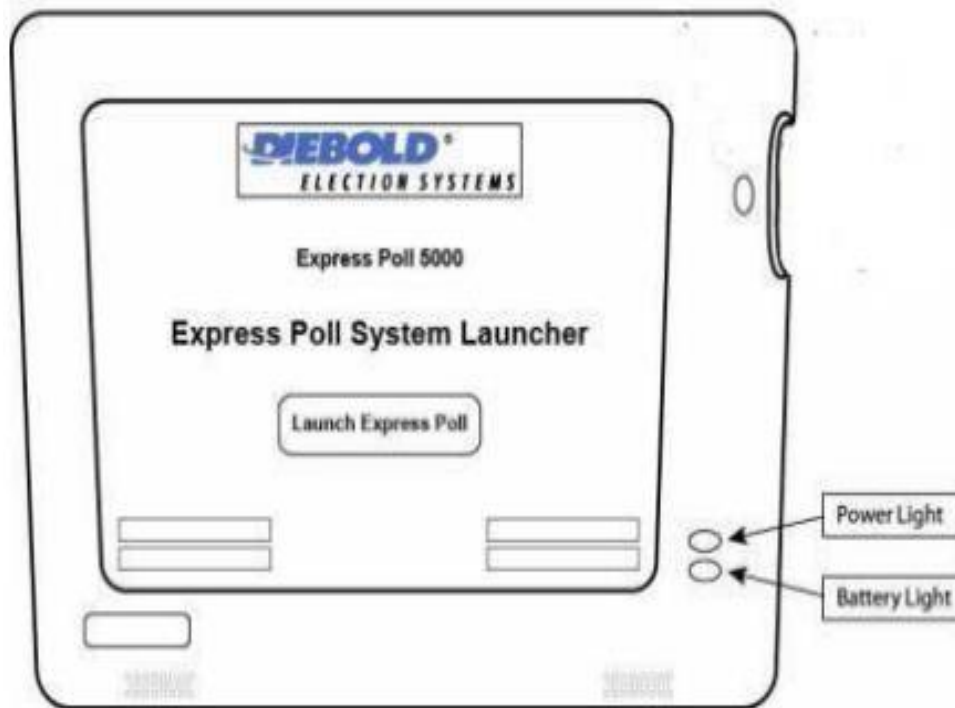


Step-by-Step Guide: Electronic Pollbook

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Need Help? Call: (301) 600-8683

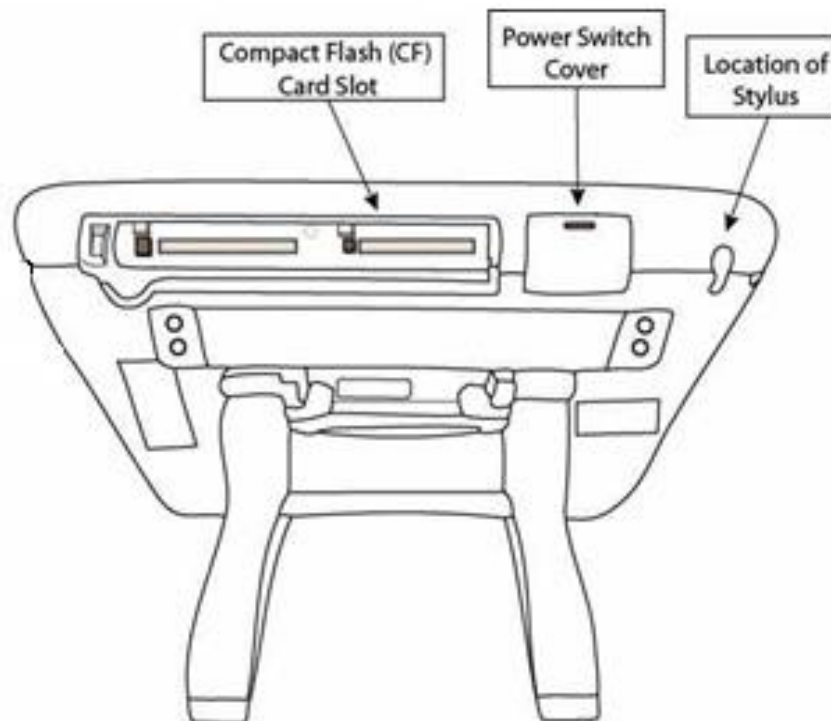
Introduction to the Electronic Pollbook



The **Power Light** is green when the unit is in use.

The **Battery Light** will flash green when the unit is plugged into an electrical power source and is charging. The light is off when there is no electrical power.

Introduction to the Electronic Pollbook



The **Compact Flash (CF) Card Slot** contains a compact flash card, a device used in the electronic pollbook for storing election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot is to remain closed and sealed during an election.

The **Power Switch Cover** can be opened to access the on/off power switch.

The **Stylus** is the pen-shaped instrument with a hard point stored in the top of the unit to be used to navigate the electronic pollbook. You use the stylus to “tap” commands on the screen.

Unpacking the Electronic Pollbooks

1

Verify the outer seal number on each case matches the numbers in column 1 of the *Electronic Pollbook Integrity Report*.

Remove the outer seal and return removed seals to the chief judges. Open the two latches.



State of Maryland

Electronic Pollbook Integrity Report 2018 Gubernatorial Primary

County/City: _____ Date: _____

District/Ward/Precinct: _____

Judges must:

1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign the form after the polls close.

	OPENING								DURING		CLOSING
	1	2	3	4	5		6	7			
Pollbook ID Numbers	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.		New Inner Seal #	New Outer Seal # (applied to storage case at closing)			
	Verify	✓	Verify	✓	REP	DEM	Record	Record	Record		
#1											
#2											
#3											
#4											
#5											
#6											

To the best of our knowledge the information on this report is true and correct.

Democratic Chief Judge _____

Republican Chief Judge _____

Revised 11/08/2017

Unpacking the Electronic Pollbooks

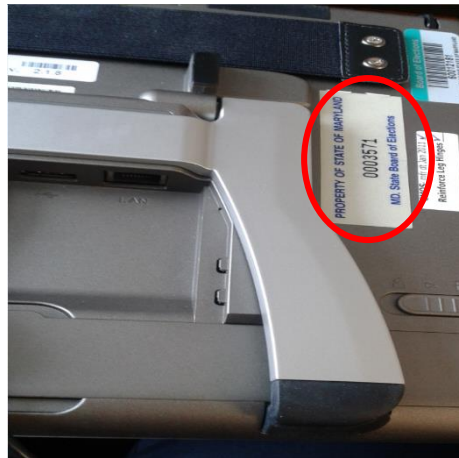
- 2** Detach the internal power connection (if attached) from the electronic pollbook.
- Remove the electronic pollbook and power cord from case.

Remove the electronic pollbook and power cord from case.

DO NOT GRAB THE ELECTRONIC POLLBOOK BY ITS LEGS! USE THE ELASTIC STRAP.



- 3** Verify the State Asset Tag number on the back of each electronic pollbook matches the numbers in column 2 of the *Electronic Pollbook Integrity Report*.



- 4** Verify the inner seal on the top of each electronic pollbook is **NOT** broken and its number matches the numbers in column 3 of the *Electronic Pollbook Integrity Report*.

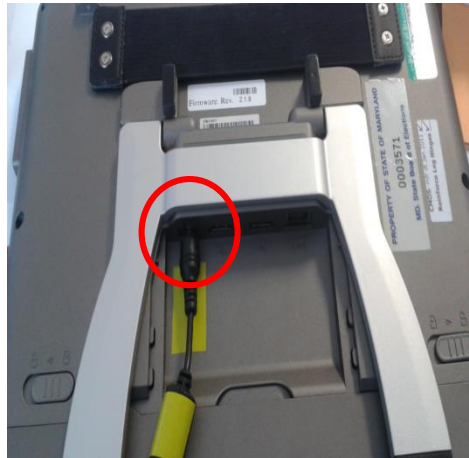


Unpacking the Electronic Pollbooks

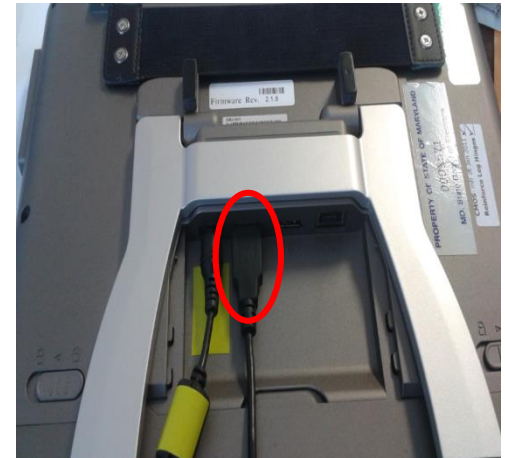
- 5** Check that the **Power Switch** on the top is turned **OFF**.



- 6** Insert the power cord (marked with yellow tape) into the first connection slot marked **PWR** and the other end into a power source.
Do NOT turn on the power switch yet!



- 7** Take the printer's USB cable from the printer case and plug the larger end into either of the two USB ports located on the back of the electronic pollbook.



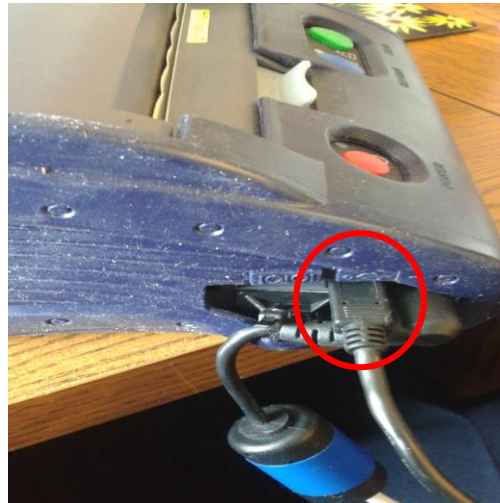
Unpacking the Electronic Pollbooks

- 8** Plug one end of the printer's power cord (marked with blue tape) into the printer and the other end into a power source.

Note: The printer end of the power cord is bent 90 degrees (elbow-shaped). DO NOT connect an electronic pollbook power cord to the printer. It will cause severe damage to the printer.



- 9** Plug the smaller end of the USB cable into the printer.



- 10** Repeat steps 1 through 9 for all electronic pollbooks.

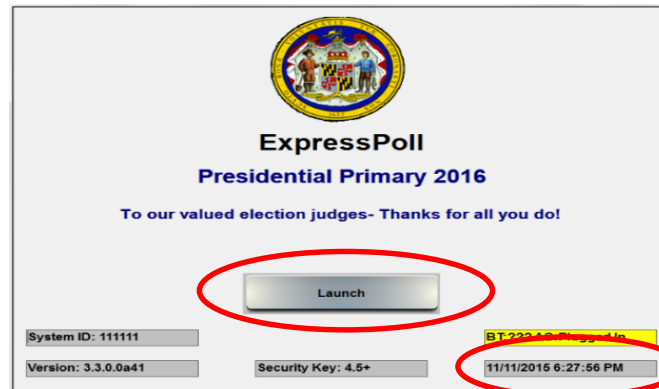
Note: You should have one printer for each electronic pollbook. If you are missing any printers, contact the local board of elections.

Verifying the Electronic Pollbooks

- 1** ☐ Turn the **power switch** to **ON**.
DO NOT NETWORK THE POLLBOOKS YET.



- 2** When the pollbook switch is ON, the “Launch” screen will appear.

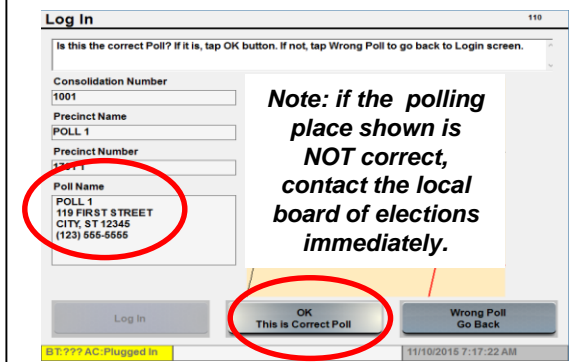


- ☐ Verify the date and time.
If the date or time is incorrect, alert a chief judge who will seek technical support.

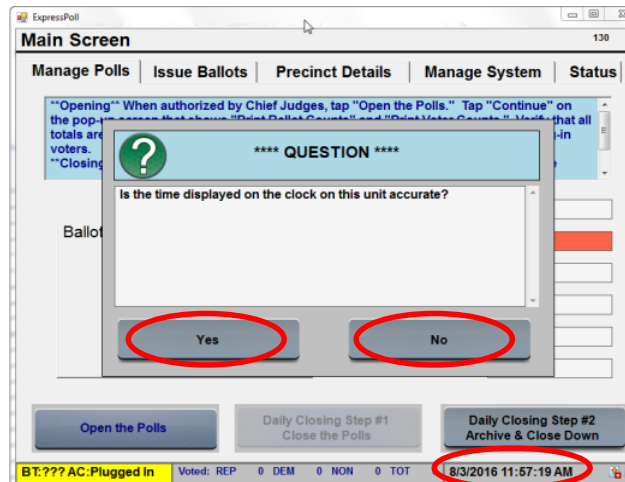
If the date and time are correct, tap the “Launch” button with the stylus.



- 3** ☐ Verify the poll name on the left side before tapping the “OK This is Correct Poll” button at the bottom of the screen.



4



- ☐ Select “Yes” or “No”
when prompted as to
clock accuracy in bottom
right corner.

If “No” is selected, go to
step 5.

If “Yes” is selected, go to
step 6.

Verifying the Electronic Pollbooks

- 5** □ Make the date and/or time adjustments by tapping "+" or "-". Select "Set Clock Time" to make changes.

Set System Clock 430

Tap the Increase ("+") or Decrease ("-") buttons to adjust the values. Tap the "Set Clock Time" button to change the system clock time.

Tap the "+" or "-" for date or time adjustments

Month	Day	Year
08	11	2016
-	+	-
+	-	+

Hour	Minute	AM / PM
03	11	PM
-	+	-
+	-	+

Tap to make system clock changes

Set Clock Time Go Back

- 6** The "Main Screen" will appear with the "Manage Polls" tab at the top of the screen. The Poll Status will be "Closed."

Note: Almost everything you will need to know about using the electronic pollbook is in the on-screen instructions. **Please read them!**

Main Screen 130

Manage Polls Issue Ballots Precinct Details Manage System Status

****Opening**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****Closing**** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Consolidation Number 02001001

Poll Status **CLOSED**

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

of Registered Voters 1564

Bulk Update Date

Standard Ballots 0

Provisional Ballots 0

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:15:27 AM

Verifying the Electronic Pollbooks

7

- Tap the “Ballots,” “Voters,” and “SDR Counts” tabs under “Statistics” to verify that all the numbers are set to zero. Be sure to check all three tabs under “Statistics” for zeros before networking the electronic pollbooks.

Alert a chief judge immediately if any of these numbers are not zero. Do not network the pollbooks if any number is not zero.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.

“Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Ballots | Voters

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 02001001

Poll Status **CLOSED**

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

of Registered Voters 1564

Bulk Update Date

Open the Polls

Daily Closing Step #1 Close the Polls

Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:15:27 AM

8

- Verify that the totals at the bottom of the screen are zero.

For the primary election:

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/4/2013 11:22:33 AM

For the general election:

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:11:45 PM

Alert a chief judge immediately if the totals are not zero when logging into the electronic pollbook.

Repeat steps 1 through 8 for all electronic pollbooks.

Opening the Polls

1 Do not check-in voters before 7:00 a.m.

Steps 1 through 4 can be performed on each electronic pollbook before 7:00 a.m.

- ❑ Tap the “Open the Polls” button.

The screenshot shows the 'Main Screen' of the electronic pollbook interface. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The 'Open the Polls' button is circled in red. Above the buttons, there are fields for 'Consolidation Number' (02001001), 'Poll Status' (CLOSED), 'Poll Opening Time' (10:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (1564), and 'Bulk Update Date'. There are also tabs for 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'.

- 2**
- ❑ Be sure the “Print Ballot Counts” and “Print Voter Counts” boxes have check marks in the pop-up menu.
 - ❑ Tap “Continue” to print the Ballot Counts and Voter Counts reports.

The screenshot shows the 'Main Screen' with a pop-up menu open. The pop-up menu has two options: 'Print Ballot Counts' and 'Print Voter Counts', both of which have check marks. Below these options is a 'Continue' button, which is circled in red. The background shows the same interface as the previous screenshot, but with the pop-up menu overlay.

- 3**
- ❑ Two reports will print.
 - ❑ Verify all totals on the *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are zero. Alert a chief judge immediately if the totals are not zero.
 - ❑ Sign both reports and attach them to the *Electronic Pollbook Integrity Report*.

Consolidated Voter Counts Report
Consolidation: # 09EV01 EPB Number: 035979
Poll Description: Charles County Board of Elections
Report Date and Time: 11/17/2015 09:52:54

Party	Total	Reg	Provisional
REP	0	0	0
DEM	0	0	0
GRN	0	0	0
LIB	0	0	0
UNA	0	0	0
OTH	0	0	0
TOT	0	0	0

DEM Judge _____
REP Judge _____

Consolidated Ballot Counts Report
Consolidation: 20090001 EPB Number: 999
Poll Description: 05-1 Mt Vernon Fire Dept
Report Date: 04/01/2010 13:05:31

	TOT	DEM	REP	NON
Issued	0	0	0	0
ReIss	0	0	0	0
Canc	0	0	0	0
Net	0	0	0	0
Prov Issued	0	0	0	0
Prov ReIss	0	0	0	0
Prov Canc	0	0	0	0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0

DEM Judge _____
REP Judge _____

Opening the Polls

4

❑ The “Poll Status” will change from **red** to **green** and display **“OPENED.”**

❑ Repeat steps 1 through 4 for all electronic pollbooks.

The screenshot shows the 'Main Screen' of the electronic pollbook system. At the top, there are tabs for 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs, there is a large text area with instructions for opening and closing the polls. To the right of the instructions, there are several input fields: 'Consolidation Number' (02001001), 'Poll Status' (OPENED, highlighted with a red circle), 'Poll Opening Time' (10:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (1564), and 'Bulk Update Date'. Below these fields, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. At the bottom of the screen, there is a status bar with the text 'BT:??? AC:Plugged In', 'Voted: TOT 0', and '1/23/2018 10:24:44 AM'.

The **Status Bar** at the bottom of the screen displays helpful information

Battery Charge % - Shows “NONE” in red box if battery is missing or disconnected

AC Power Status message shows “Plugged In” when power is connected, “Offline” when power is off.

Precinct Voted Total of voters checked in (including DEM, REP and ALL OTHER parties during the primary election only). Includes voters issued provisional ballots.

Digital Clock shows current date and time.
Note: If date is wrong or time is more than 10 minutes off, contact a Chief Judge.

Network Icons show status of connectivity with the other pollbooks in the precinct.

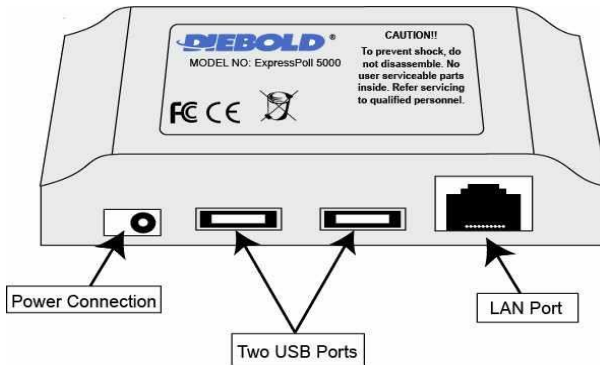
The status bar at the bottom of the screen displays the following information: 'BT:??? AC:Plugged In' (Battery Charge %), 'Voted: TOT 0' (Precinct Voted Total), and '11/18/2015 1:11:45 PM' (Digital Clock). There is also a small icon for network connectivity on the right side.

Networking the Electronic Pollbooks

Do not network electronic pollbooks until after:

- ☐ **All electronic pollbooks have been turned on individually**
- ☐ **The “Statistics” on the “Main Screen” are verified as zeros for the “Ballots” and “Voters” tabs**
- ☐ **After the *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* is printed on each electronic pollbook**

Networking the Electronic Pollbooks



A. The four connection ports



B. The cables plugged in correctly

A. The back of the electronic pollbook has four ports, from left to right:

1. Power connection
2. Two USB ports for the printer
3. LAN port that connects all the electronic pollbooks in the same polling place together

B. All cable connectors are unique and fit only one way. Insert USB plug with USB icon facing up. Insert LAN plug with locking tab facing up. If a cover is used, make sure all connectors are properly set before covering.

C. (Optional) The back may remain covered during the election to help prevent disconnection.



C. The protective cover in place

Networking Two Electronic Pollbooks

Reminder:

For more than two electronic pollbooks, see “Networking Three or More Electronic Pollbooks to Hub” on page 16.

1

- ❑ Turn both electronic pollbooks **OFF** before connecting the network cables.



2

- ❑ Connect one end of the crossover cable into the LAN port on the back of one electronic pollbook.



3

- ❑ Connect the other end of the crossover cable into the LAN port on the back of the other electronic pollbook.



4

- ❑ (Optional) Install protective cover as shown below to help prevent disconnection.



5

- ❑ Turn one electronic pollbook **ON** at a time until the “Launch” screen appears.
- ❑ Proceed to the “**Checking Synchronization**” section on page 18.



Networking Three or More Electronic Pollbooks to Hub

Reminder:

For two electronic pollbooks, see “Networking Two Electronic Pollbooks” on page 15.

1

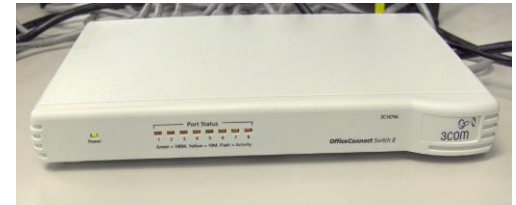
- ❑ Turn all electronic pollbooks **OFF** before connecting the network cables.



2

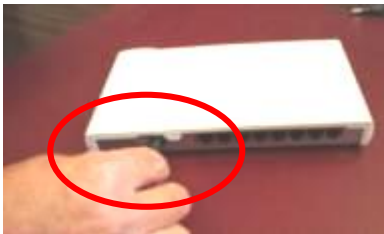
The **hub** (or switch) connects more than two electronic pollbooks and allows them to synchronize data in a polling place.

Note that there are several models used, and their appearances vary.



4

- ❑ Connect the hub's power cord into the first socket in the back of the hub.
- ❑ Insert the power cord's plug into the power strip. The hub's power light indicator will turn **green**.



5

- ❑ Connect one end of a hub cable into the **LAN** port on an electronic pollbook.



6

- ❑ Connect the other end of the hub cable to any port in the hub.



Networking Three or More Electronic Pollbooks to Hub

7

- ☐ Turn one electronic pollbook **ON** at a time until the “Launch” screen appears.
- ☐ Repeat steps 1 through 7 for each electronic pollbook.
- ☐ Proceed to “**Opening the Electronic Pollbooks**” on page 18.



Checking Synchronization

- 1** ☐ Check the voted totals at the bottom of the screen against the other pollbook(s) in the precinct: all totals should match.



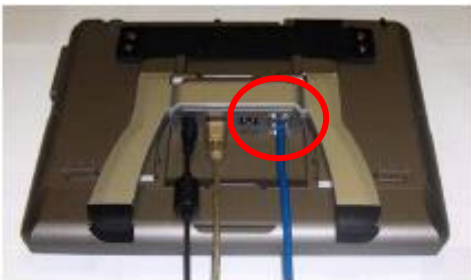
- 2** If voted totals do not match, this indicates a break in synchronization.



- 3** ☐ Synchronization should be verified periodically during the election by comparing “Voted” Totals at the bottom of the screen for all networked pollbooks.

Note: There may be brief periods of small differences in the totals. This is normal and will reconcile automatically.

- 4** If there is a break in synchronization for more than 5 minutes, check the cable connection to the back of each electronic pollbook. If cable locking tab is broken, cable should be replaced.



- 5** ☐ Check the connection to the hub, if a hub is used.
☐ Check the power connections to each piece of equipment.



- 6** If the synchronization is not established after checking each connection, call for a chief judge who will seek technical assistance.

Voter Name Search

- 1** Tap the "Issue Ballots" tab at the top of the screen.

The screenshot shows the 'Main Screen' with a top navigation bar containing 'Manage Polls', 'Issue Ballots' (highlighted with a red circle), 'Precinct Details', 'Manage System', and 'Status'. Below the navigation bar, there is a text area with instructions: "Opening: When authorized by Chief Judges, tap 'Open the Polls.' Tap 'Continue' on the pop-up screen that shows 'Print Ballot Counts' and 'Print Voter Counts.' Verify that all totals are 0. Tap the 'Issue Ballots' tab then 'Search Voter Roster' to begin checking-in voters. Closing: When authorized by Chief Judges, tap 'Step #1-Close the Polls.' Print the...". Below this, there are statistics for 'Ballots' and 'Voters', and a section for 'Consolidation Number' (02001001), 'Poll Status' (OPENED), 'Poll Opening Time' (10:00AM), 'Poll Closing Time' (8:00PM), and '# of Registered Voters' (1564). At the bottom, there are buttons for 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the time '1/23/2018 10:24:44 AM'.

- 2** Tap the "Search Voter Roster" button at the bottom left of the "Issue Ballots" screen.
- Inform each voter there is an accessible way to read or mark your ballot.

The screenshot shows the 'Main Screen' with the 'Issue Ballots' tab selected. It displays instructions for using the '4 & 3' method for faster lookup: "USE '4 & 3' for Faster Lookup! 1) Enter the FIRST 4 LETTERS of the LAST NAME. 2) Enter the FIRST 3 LETTERS of the FIRST NAME. 3) Confirm the voter's DATE OF BIRTH. Tap the 'Search Voter Roster' button to check in voters. The 'Find Polls' button is used to find a polling place based on the voter's street address." At the bottom, the 'Search Voter Roster' button is highlighted with a red circle. The status bar at the bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the time '10/29/2013 10:35:20 AM'.

- 3** Ask "What is your name?"
- Use the "4 & 3 + DOB" method:
- First 4 letters of LAST NAME
 - First 3 letters of FIRST NAME
 - Month and day of birth if too many voters are found

The screenshot shows the 'Find Voters' screen with a red circle around the instructions: "Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The voter will get shorter as you add more of the voter's information. When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue. IF TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. IF NO VOTERS are found, check the spelling or tap the 'Search State' button. If you don't see the voter's last name in...". Below the instructions, there are input fields for 'Last Name', 'First Name', 'Middle Init.', 'Birth MMDD', and 'Zip Code'. A numeric keypad is shown with the letters QWERTYUIOP, ASDFGHJKL, and ZXCVBNM. The 'Search Precinct/EV Count' button is highlighted with a red circle. The status bar at the bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the time '10/29/2013 10:37:14 AM'.

- 4** More hints for faster voter lookup:

- ✓ If "4 & 3 + DOB" search stops on a shorter name, add another letter.
 - ✓ Use only letters A – Z.
- For example: Enter "O'Donnell" as "ODON". Enter "El-Amin" as "ELAM"
- ✓ Enter the voter's month & day of birth if too many voters are found.

Note: The Voter's actual registered name (with punctuation) is printed on the VAC.

- 5** To select a name, tap anywhere in that row. Use the scroll bar to scroll through the names, if necessary.

The screenshot shows the 'Find Voters' screen with a list of voters. The list has columns for Name, Address, County, DOB, Status, Issued, and Party. The first row is highlighted with a red circle: Linc Abraham Quinicy, Main St APT A, Anytown 12345, Anne, 05/02, Active, None, REP. The status bar at the bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the time '3/13/2014 10:35:33 AM'.

- 6** Follow procedures to verify the voter's information. If correct, see the instructions for **Issuing a Ballot**. If not, <Go Back>.

The screenshot shows the 'Voter Record' screen for Linc Abraham Quinicy. It displays voter details, identification, voter history, and precinct details. The 'Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.' section is highlighted with a red circle. Below this, there are input fields for 'Precinct' (001-001-1), 'DOB' (5/2/1842), 'Status' (Active), 'Registered name' (Linc, Abraham Quinicy), 'Party' (Republican), 'ID Require' (None), and 'Issued' (None). At the bottom, there are buttons for 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. The status bar at the bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the time '12/12/2013 10:30:28 AM'.

Voter Not Listed in Precinct Roster

- 1** ☐ If voter is NOT FOUND, follow the instructions on the screen, then tap the **<Search STATE>** button.

Find Voters

*** Voter NOT FOUND in Precinct ***.
Search the state for this voter:
1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
2) Enter the MONTH and DAY of the voter's DATE OF BIRTH
3) Enter Middle Initial
4) Tap the "Search State" button.
If voter is still NOT FOUND, try "Find by Address"

Find by Name Find by Address Find by ID

Last Name [Z] Middle Init. []

First Name [] Birth MMDD []

Zip Code []

Search Precinct/EV Count

Search State (add mi)

Clear ALL

Return to Main

BT:???AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/24/2014 2:11:58 PM

- 2** ☐ If there are TOO MANY voters found in the state, follow the instructions on the screen...

Find Voters

--- STATE -- TOO MANY Voters found.
1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
2) Enter the MONTH and DAY of the voter's DATE OF BIRTH and MIDDLE INITIAL (enter space if voter has no middle name)
3) Enter voter's zip code
If voter is still NOT FOUND, try "Find by Address"

Find by Name Find by Address Find by ID

Last Name [L] Middle Init. []

First Name [] Birth MMDD []

Zip Code []

Search Precinct/EV Count

Search State (add mi)

Clear ALL

Return to Main

BT:???AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 3/21/2014 5:52:53 PM

- 3** ...and enter the voter's DOB, Middle Initial (space for No Middle Initial) and zip code.

Find Voters

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02/1842	Active	None	REP

Find by Name Find by Address Find by ID

Last Name [LINC] Middle Init. [Q]

First Name [ABRA] Birth MMDD [05/02]

Zip Code [12345]

Search Precinct/EV Count

Search State (add mi)

Clear ALL

Return to Main

BT:???AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/24/2014 2:15:18 PM

- 4** ☐ If you find the voter, tap in the voter's row to open the **"Voter Record"** screen. Tap the **"Precinct Details"** tab...

Voter Record

Lincoln Ambrose Q 3 Main St Anytown 12345

Voter Details Identification Voter History **Precinct Details**

This voter is not eligible to vote a regular ballot at this location. Tap "Precinct Details" tab at the top of this page to find the voter's correct polling place.
Or, tap the "Provisional Ballot" button to issue this voter a provisional ballot.

Precinct 001-001-1 DOB 05/16/1818 Status Active

Registered name: Party Other Parties

Lincoln, Ambrose Q ID Require Issued None

Comments

Wrong Polling Place - Please see instructions above.
COUNCIL=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:???AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 3/21/2014 5:59:16 PM

- 5** ...to find the voter's correct precinct.
Note: Precinct Information may be printed for the voter.

Voter Record

Lincoln Ambrose Q 1 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

Consolidation Number 0206001

Consolidation Description Dist Prec: 001-001-1

Poll Name and Address

Linthicum Elementary School
101 School Lane
Linthicum MD 21090
Dist: CONG=03; LEGIS=32
Ballot Style: NON=2

Print Information Go Back

BT:???AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 3/24/2014 2:25:34 PM

- 6** ☐ To return directly to the **"Find Voters"** screen, just tap the **<Go Back>** button.

Voter Record

Murphy Robert Daniel 733 N Holly Dr Annapolis 21409

Voter Details Identification Voter History Precinct Details

Consolidation Number 0206001

Consolidation Description Dist Prec: 005-001

Poll Name and Address

St. Margaret's Episcopal Church
1001 Pleasant Plains Rd
Annapolis 21409
COUNCIL=03; LEGIS=30
Ballot Style: DEM 04/REP 23

Print Information Go Back

BT:???AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/24/2014 2:25:34 PM

Voter Address Search

- 1** To search for a voter by address, tap the **<Find by Address>** sub-tab on the **"Find Voters"** screen.

The screenshot shows the 'Find Voters' screen with the 'Find by Address' sub-tab selected. The instructions at the top read: 'Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.' Below the instructions, there are fields for 'Last Name', 'First Name', 'Middle Init.', 'Zip Code', and 'Birth MMDD'. A numeric keypad and an alphabetical keypad are visible at the bottom. The 'Find by Address' sub-tab is circled in red.

- 2** Follow instructions for entering voter's address. If voter's street has a direction, type "N" for "North," "S" for "South," etc., without a period.

The screenshot shows the 'Find Voters' screen with the 'Find by Address' sub-tab selected. A text box with instructions is highlighted with a red circle. The instructions read: 'Find a voter using a street address: 1) Enter the street name Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period). Example: If voter lives on South Main Street, enter "S MAIN" 2) Enter the House Number 3) Enter the Zip Code'. Below the instructions, there are fields for 'Street', 'House #', 'Apt. #', and 'Zip Code'. A numeric keypad and an alphabetical keypad are visible at the bottom. The 'Find by Address' sub-tab is circled in red.

- 3** To narrow the search, enter the voter's house number and zip code.

The screenshot shows the 'Find Voters' screen with the 'Find by Address' sub-tab selected. The search results table is displayed, showing one voter found. The table has columns: Name, Address, County, DOB, Status, Issued, and Party. The data row shows: Lincoln, 1 Main St Anytown 12345, Anne Arundel, 01/15, Active, None, NON. Below the table, there are fields for 'House #', 'Apt. #', and 'Zip Code'. A numeric keypad and an alphabetical keypad are visible at the bottom. The 'Find by Address' sub-tab is circled in red.

- 4** Address searches are automatically done in "Search State" mode, so there's no need to "shift gears"

The screenshot shows the 'Find Voters' screen with the 'Find by Address' sub-tab selected. The search results table is displayed, showing one voter found. The table has columns: Name, Address, County, DOB, Status, Issued, and Party. The data row shows: Lincoln, 1 Main St Anytown 12345, Anne Arundel, 01/15, Active, None, NON. Below the table, there are fields for 'House #', 'Apt. #', and 'Zip Code'. A numeric keypad and an alphabetical keypad are visible at the bottom. The 'Search State (add mi)' button is circled in red.

- 5** To select a name, tap anywhere on the line. Press the side arrows to scroll through the names, if necessary.

The screenshot shows the 'Find Voters' screen with the 'Find by Address' sub-tab selected. The search results table is displayed, showing one voter found. The table has columns: Name, Address, County, DOB, Status, Issued, and Party. The data row shows: Lincoln, 1 Main St Anytown 12345, Anne Arundel, 01/15, Active, None, NON. Below the table, there are fields for 'House #', 'Apt. #', and 'Zip Code'. A numeric keypad and an alphabetical keypad are visible at the bottom. The 'Find by Address' sub-tab is circled in red.

- 6** If the voter is in the correct precinct, follow regular check-in procedures.
- If the voter is not in the correct precinct, follow Steps 4 and 5 on page 20 for a "Voter Not Listed in Precinct Register."
- If necessary, tap the **<Find by Name>** sub-tab to return to searching for voters by name.

Finding a Polling Place for Voter's Street Address

- 1** Tap the <Return to Main> button from the Find Voters screen: the “Issue Ballots” tab will display.

ExpressPoll Main Screen 130

Manage Polls Issue Ballots Precinct Details Manage System Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

*** USE "4 & 3" for Faster Lookup! ***

- 1) Enter the FIRST 4 LETTERS of the LAST NAME.
- 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
- 3) Confirm the voter's DATE OF BIRTH.

If more than 2 voters are found, enter the MONTH and DAY of the voter's DATE OF BIRTH, and MIDDLE INITIAL.

Tap the "Search Voter Roster" button to check in voters.

Search Voter Roster Find Polls

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/20/2014 2:32:41 PM

- 2** Tap on the <Find Polls> button in the bottom right.

ExpressPoll Main Screen 130

Manage Polls Issue Ballots Precinct Details Manage System Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

*** USE "4 & 3" for Faster Lookup! ***

- 1) Enter the FIRST 4 LETTERS of the LAST NAME.
- 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
- 3) Confirm the voter's DATE OF BIRTH.

If more than 2 voters are found, enter the MONTH and DAY of the voter's DATE OF BIRTH, and MIDDLE INITIAL.

Tap the "Search Voter Roster" button to check in voters.

Search Voter Roster Find Polls

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/20/2014 2:32:41 PM

- 3** Follow the instructions on the screen: enter the voter's street name, house number, and zip code.

ExpressPoll Find the correct Polling Place for a Street Address 380

Find the polling place for a street address:

- 1) Enter the Street name
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).
Example: If voter lives on South Main Street, enter "S MAIN"
- 2) Enter the House Number

House # [] Apt. []

Street Tap here to enter data

Zip Code []

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M space clear

Clear Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:36:34 PM

- 4** Verify that the voter's address is within the range of house numbers shown. Tap anywhere in that row.

ExpressPoll Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
Main Ave SW	2 to		B	002-007-1
Glen Burnie 21061	320			
Main St	00 to		B	002-004-1
Prince Frederick 20678	1326			
Main St	00 to		B	003-001-1
Grantsville 21638	724			
Main St	00 to		B	010-000-1
Deer Park 21650	525			

24 Streets Found

House # [] Apt. []

Street MAIN

Zip Code []

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M space clear

Clear Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:20:56 PM

- 5** Polling place for the selected range of addresses is shown. Tap the “Print” button if you wish to print this information for the voter.

ExpressPoll

Consolidation Number
05002004

Consolidation Description
Dist-Prec: 002-004-1

Poll Name and Address
Elks Lodge
1015 Dares Beach Road
Prince Frederick MD 20678
Dist: CON-05, LEGIS-27B
Ballot Styles
NON-1

Print Information

Street: Main St, 00 to 1326

Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/24/2014 2:43:42 PM

- 6** Tap on <Go Back to Find Voters> to return to the Main Screen.

ExpressPoll Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
Main St	00 to		B	002-004-1
Prince Frederick 20678	1326			

1 Streets Found

Street MAIN

House # [] Apt. []

Zip Code []

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M space clear

Clear Go Back to Find Voters

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/24/2014 2:42:00 PM

Issuing a Standard Ballot

- 1** ☐ If the voter's information is correct and the voter is eligible to vote a regular ballot, tap the **<Issue Standard Ballot>** button.

The screenshot shows the 'Voter Record' screen for Lincoln Ambrose Q. The 'Issue Standard Ballot' button is highlighted with a red circle. The screen displays voter details, identification, and history. The status is 'Active' and the ballot type is 'REG'. The bottom status bar shows 'BT:??? AC:Online' and the date/time '3/21/2014 5:59:15 PM'.

- 2** ☐ If this is the first ballot issued, or the pollbook has been restarted, enter your name when prompted

The screenshot shows the 'Voter Record' screen with a prompt to enter the voter's name. A numeric keypad is displayed over the screen. The status bar at the bottom shows 'BT:??? AC:Online' and the date/time '3/26/2014 10:35:45 AM'.

- 3** ☐ The Voter Authority Card (VAC) will automatically print from the pollbook.

The screenshot shows the 'Voter Authority Card' for Abraham Quincy. It includes the voter's name, address, date of birth, and party affiliation. The card is for the Presidential General Election 2012. The status bar at the bottom shows 'BT:??? AC:Online' and the date/time '3/26/2014 10:35:45 AM'.

- 4** ☐ Voter is marked as "REG Issued" in the roster.

The screenshot shows the 'Find Voters' screen. A table of voters is displayed, with the 'REG Issued' status highlighted by a red circle. The table includes columns for Name, Address, County, DOB, Status, Issued, and Party. The status bar at the bottom shows 'BT:??? AC:Plugged In' and the date/time '11/19/2016 3:25:30 PM'.

- 5** ☐ The program automatically returns to "Find Voters" screen.

The screenshot shows the 'Find Voters' screen. A table of voters is displayed, with the 'REG Issued' status highlighted by a red circle. The table includes columns for Name, Address, County, DOB, Status, Issued, and Party. The status bar at the bottom shows 'BT:??? AC:Online' and the date/time '3/24/2014 10:00:57 AM'.

Issuing a Provisional Ballot

- 1** ☐ If a voter is not eligible to vote a regular ballot, a provisional ballot may be issued. Tap on the **<Issue Provisional Ballot>** button.

Voter Record

Harrison, William Henry 9 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot.

Enter "4" on the "Enter Provisional Reason" screen.

Precinct: 001-001-1 DOB: 2/16/1919 Status: Active ABS Issued

Registered name: Party: Unaffiliated

ID Require: Issued: None

Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

- 2** ☐ Select the voter's correct precinct (if necessary) and desired ballot party (for primary elections).

Select Ballot

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Select Paper Ballot".

Verify Voter's PRECINCT: 001-001-1

Select PARTY: Non-Partisan, Democrat, Republican

Voter Name: Lincoln, Abraham Quincy Precinct: 001-001-1

Ballot Style: 2

Select Ballot Reason: Click dropdown to select reason

Select Paper Ballot Cancel No Ballot Issued

- 3** ☐ Using the table below, find the number code for the reason a provisional ballot is being issued

1	Not listed on the precinct register
2	Listed but indicated a change of address
3	Listed but claims a different party affiliation (primary election only)
4	Listed as "ABS Issued," "REG Issued," or "PROV."
5	Listed as "Show ID" and unable to provide sufficient ID
6	Listed as "Pend1" ("Show ID" on Voter Details screen)
7	Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)
8	Challenged by a poll watcher & could not provide acceptable ID
9	Other (please tell Chief Judge the reason)
10	Voting during extended voting hours

- 4** ☐ Using the drop down menu, select the number code and the reason a provisional ballot is being issued, from the table.

Select Ballot

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Select Paper Ballot".

Verify Voter's PRECINCT: 001-001-1

Select PARTY: Non-Partisan, Democrat, Republican

Voter Name: Linc, Abraham Quincy Precinct: 001-001-1

Ballot Style: 2

Select Ballot Reason: Click dropdown to select reason

Click dropdown to select reason

- 1 - Not listed on the precinct register
- 2 - Listed but indicated a change of address
- 3 - Listed but claims a different party affiliation (primary election only)
- 4 - Listed as "ABS Issued," "REG Issued," "PROV," or "Voted Early"
- 5 - Listed as "Show ID" and unable to provide sufficient ID
- 6 - Listed as "Pend1" ("Show ID" on Voter Details screen)
- 7 - Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)

Select Paper Ballot Cancel No Ballot Issued

- 5** ☐ Tap the **<Issue...>** button. Voter is now marked as "PROV" in roster, and program returns to **"Find Voters"**

Select Ballot

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT: 001-001-1

Select PARTY: Non-Partisan, Democrat, Republican

Voter Name: Harrison, William Henry Precinct: 001-001-1

Ballot Style: 2

Select Ballot Reason: Click dropdown to select reason

Click dropdown to select reason

- 1 - Not listed on the precinct register
- 2 - Listed but indicated a change of address
- 3 - Listed but claims a different party affiliation (primary election only)
- 4 - Listed as "ABS Issued," "REG Issued," "PROV," or "Voted Early"
- 5 - Listed as "Show ID" and unable to provide sufficient ID
- 6 - Listed as "Pend1" ("Show ID" on Voter Details screen)
- 7 - Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)

Select Paper Ballot Cancel No Ballot Issued

- 6** ☐ The Voter Authority Card will print. Initial it and have the voter review and sign it.

VOTER AUTHORITY CARD
Presidential Primary Election 2016

PROVISIONAL BALLOT

Reason Code: 9

SMITH, John
1000 Main St Columbia 21045
DOB: 1/1/1960
ID#: 1500000
Registered Party: Republican
Assigned Dist/Prec: 006-001, CONG=02, LEGIS=13, COUNCIL= 003
EPB Number: 054955
Ballot Issued Dist/Prec: 006-001, CONG=02, LEGIS=13, COUNCIL= 003
DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2
Issued: 04/26/2016 13:00:30 Issued by: TESTER
Issuing Consolidation: 14EV01

Please sign in space below.

Voter Signature

Check-In Judge Initials:

Provisional Judge Initials:

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

Closing the Electronic Pollbooks

- 1 ☐ Return to the “Main Screen” and tap the “Manage Polls” tab. Follow the closing instructions.
☐ Tap the “Daily Closing Step #1 Close the Polls” button.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Consolidation Number 02001001

Poll Status OPENED

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

of Registered Voters 1664

Bulk Update Date

Standard Ballots 0

Provisional Ballots 0

Open the Polls **Daily Closing Step #1 Close the Polls** Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:44 AM

- 2 ☐ Tap the “Continue” button to print the *Ballot Counts Report* and *Voter Counts Report*.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Tap Continue to print reports.

Print Ballot Counts

Print Voter Counts

Continue

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 3/24/2014 2:52:23 PM

- 3 ☐ Tap the “Yes” button to continue closing the polls.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

**** QUESTION ****

Continue Closing the Polls?

Yes No

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 4 11/18/2015 2:46:54 PM

- 4 ☐ Tap the “Daily Closing Step #2 Archive & Close Down” button.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Consolidation Number 02001001

Poll Status CLOSED

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

of Registered Voters 1664

Bulk Update Date

Standard Ballots 0

Provisional Ballots 0

Open the Polls Daily Closing Step #1 Close the Polls **Daily Closing Step #2 Archive & Close Down**

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:47:05 AM

- 5 ☐ Tap the “Yes” button to the question.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

**** QUESTION ****

IMPORTANT! This will ARCHIVE the activity from today's voting and log out this pollbook from the system. You should answer “Yes” ONLY if both these statements are true:
 1) The polling place is now CLOSED for the day
 2) You have already printed the end-of-day “Ballot Counts” and “Voter Counts” reports from this pollbook.
 If either of these statements is NOT true, or if you are not sure, answer “No” and consult a Chief Judge.

Yes No

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 4 11/18/2015 2:52:36 PM

- 6 ☐ Verify you are returned to the “Launch” screen.

ExpressPoll

Presidential Primary 2016

To our valued election judges- Thanks for all you do!

Launch

System ID: 111111 BT:??? AC:Plugged In

Version: 3.0.0a41 Security Key: 4.5+ 11/11/2015 6:27:56 PM

Closing the Electronic Pollbooks

7

- ☐ Sign each copy of the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report*.
- ☐ Attach both reports to the *Electronic Pollbook Integrity Report*
- ☐ Give the report to the chief judges.

8

Consolidated Ballot Counts Report

Poll Description: 05-1 Mt Vernon Fire Dept
Report Date: 04/12/2010 14:49:00

	TOT	DEM	REP	NON
Issued	303	149	110	44
Reiss	- 3	- 1	- 2	- 0
Canc	- 10	- 3	- 6	- 1
Net	290	145	102	43
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	- 1	7	3	7
Net Ballots	307	152	105	50

DEM Judge _____

REP Judge _____

Note: Reissued and cancelled ballots are subtracted from “Issued” ballots to get the “Net Ballots” total for regular and provisional ballots.

Consolidated Voter Counts Report

Consolidation: # 20005001 EPB Number: 999
Poll Description: 05-1 Mt Vernon Fire Dept
Report Date and Time: 04/12/2010 16:58:56

Party	Total	Reg	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17

DEM Judge _____

REP Judge _____

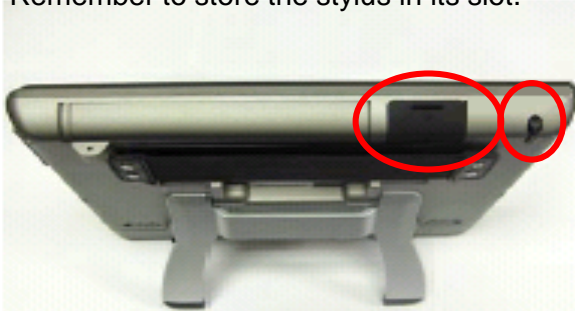
Note: The total (“TOT”) on the *Consolidated Voter Counts Report* should equal the “Net Ballots” on the *Consolidated Ballot Counts Report*.

- ☐ Attach the reports to the *Electronic Pollbook Integrity Report*.

Packing the Electronic Pollbooks

- 1** ☐ It is now safe to turn the power off at the top of the electronic pollbook.

- ☐ Remember to store the stylus in its slot.



- 2** ☐ Disconnect all cables and cords.

- ☐ (Optional) Verify the inner seal on the top of each electronic pollbook matches the number verified earlier in Column 3 of the *Electronic Pollbook Integrity Report*.

- ☐ Make sure the serial number on the electronic pollbook matches the serial number on the case.

- ☐ Place the electronic pollbook face down in the case.



- 3** ☐ Place a new seal on the outside of each electronic pollbook case.

- ☐ Record the new outer seal number in column 7 of the *Electronic Pollbook Integrity Report*.

- ☐ Get both chief judges to sign the *Electronic Pollbook Integrity Report*.

- ☐ Pack the remaining supplies.

State of Maryland

Electronic Pollbook Integrity Report
2018 Gubernatorial Primary

County/City: _____ Date: _____

District/Ward/Precinct: _____

Judges must:
 1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.
 2. Complete the "Opening" section.
 3. During: Verify and record information if you have to remove the inner seal during the day.
 4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.
 5. Complete the "Closing" section.
 6. Have Chief Judges sign the form after the polls close.

Pollbook ID Numbers	1 OPENING			4		5 DURING		6		7 CLOSING	
	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top of pollbook)	Inner Seal # (on back of pollbook)	If Inner Seal was removed during the day, please record reason here. (on back of pollbook)	New Inner Seal #	New Outer Seal # (applied to storage case at closing)				
#1	Verify	✓	Verify	✓	Verify	✓	REP	DEM	Record	Record	Record
#2											
#3											
#4											
#5											
#6											

To the best of our knowledge the information on this report is true and correct.

Democratic Chief Judge _____ Republican Chief Judge _____

Revised 11/08/2017

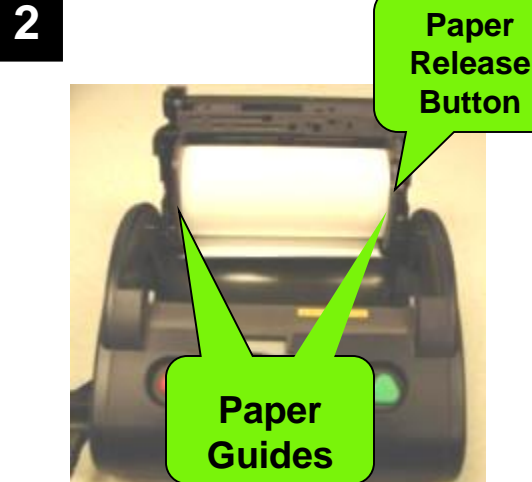
- ☐ Repeat all the closing steps on each electronic pollbook.

- ☐ Follow the instructions from your LBE for sealing, packing, and securing all electronic pollbooks, printers, cables, and hub (if used).

- ☐ Make sure the serial number on the electronic pollbook matches the serial number on the case.

Changing the Printer Paper

- 1** ☐ When the red marks appear on the paper, it's time to replace the roll. Push up on the **Cover Release Button** to open the printer cover.



- 3** ☐ Slide the **Paper Release Button** forward and gently slide the **Paper Guides** apart with your thumbs. Remove roll.



- 4** ☐ Place the holes of the new paper roll over spindles on Paper Guides.
☐ Make sure the paper feeds from the **BOTTOM**.



- 5** ☐ Slide the **Paper Release Button** forward and gently slide the **Paper Guides** together.



- 6** ☐ Pull paper through the printer's opening and close the cover.

Note: Green light will blink if paper is not feeding correctly.



Troubleshooting

1

❑ The most commonly experienced issues with the electronic pollbooks are described on this page, together with a solution.

❑ It is always important for the election judge or a technician to record the issue with as much detail as possible in the judge's log or the technician's incident report.

❑ With the exception of synchronization issues, the use of an electronic pollbook should be discontinued if it experiences a problem more than 3 times. The local board of elections should be contacted and a spare electronic pollbook should be dispatched if required

4

❑ **If a message beginning with 'Fatal Error' is shown.**

❑ Write down the text of the error message, and then reboot the pollbook.

2

❑ **The pollbook appears to freeze.**

❑ If the pollbook is unresponsive to touch from the stylus, and there is no activity on the screen, such as an hourglass, then wait 30 seconds. If the pollbook remains frozen, re-boot the pollbook.

❑ If the pollbook is unresponsive to touch, but activity is viewed on screen, such as an animated hourglass, then wait 1 minute. If there is no change, re-boot the pollbook.

5

❑ **A message showing "the Printer is not Connected or Powered up"**

❑ Check the cable to the printer, and verified the printer is powered on.

❑ Switch USB connector from printer to other USB port on the back of the pollbook if the message continues to appear.

3

❑ **A pollbook appears not to be synchronizing with the other(s).**

❑ If the Voted totals in the status bar do not match or are not very close with other pollbooks, and totals are not incrementing when other pollbooks are used follow the instructions on page 18.

❑ If the pollbook is still not synchronizing, continue to check-in voters with that pollbook, until there are few voters in the polling place, and there isn't a long line. At this time, the pollbook can be rebooted.

❑ If the pollbook has not synchronized by close of polls, reboot the pollbook at close, and wait five minutes for synchronization. If this is not successful, record the issue and close the pollbook.

6

❑ **If no name is shown in the 'Last Name' field when you are entering a voter's name.**

❑ Record the issue and reboot the pollbook